

St. Helena School District

Position Description

Position: Maintenance Specialist	Position Number:
Department/Site:	FLSA: Non-exempt
Reports to/Evaluated by:	Salary Grade: 116

Summary

Performs general labor and semi-skilled building maintenance work. Assists senior-level maintenance specialists in the performance of skilled maintenance work in the various construction and mechanical systems trades.

Distinguishing Career Features

The Maintenance Specialist represents the first and entry-level position requiring generalized experience in building maintenance, grounds, or advanced custodial work. Advancement to Skilled Maintenance Specialist is possible with specialized training in one of the advanced trades combined with additional experience at the journey level.

Essential Duties and Responsibilities

- Performs servicing and maintenance to fixtures. Makes plumbing adjustments such as unclogging toilets and sinks, tightening toilet seats, adjusting of drinking fountains, cleaning water jets to enhance flows.
- Performs painting and varnishing of walls, doors, rooms, buildings, parking lots, and other surfaces. Prepares and finishes surfaces by scraping, using commercial paint removers, fills cracks and holes or sizing plaster walls.
- Applies paint, varnish, and other protective and decorative finishes to comply with applicable building codes, District standards, and the usage or exposure of the surfaces.
- Constructs, fabricates, assembles, installs, repairs or replaces doors, walls, signs, desks, counters, shelves, shelf units, benches, bleachers, forms, frames, window frames, fences and stairways. Assists in the construction and remodel of temporary and permanent buildings and structures.
- Assembles, adjusts, and repairs furniture. Moves furniture and stage platforms including those used for special events and activities. May assist in setting up public address systems for events.
- Performs, repairs, and conducts maintenance on projects such as walkways, athletic field equipment, and classroom equipment.
- Glazes and fits windows. Installs glass and other glazing materials using points, clips, bolts, putty or other affixing and sealing devices. Prepares frames and surfaces for installation or replacement.
- Refinishes furniture. Hangs wall coverings.

- Participates with and assists in skilled trades areas of carpentry, plumbing, electrical, and other crafts as assigned.
- Operates and performs minor maintenance of light equipment including light tractors, skip loaders, forklift and other labor saving devices.
- Assists in the installation and maintenance of roofs, baseboards, furniture, cabinets, shelving, bookcases and bulletin boards at a school site.
- Installs, repairs and maintains floor tile, acoustical tile, linoleum and carpet.
- Performs routine servicing on air-conditioning and heating systems. Changes filters. Greases and oils bearings, motors, and compressors.
- May participate in setting up venues for district and school activities as directed. May perform maintenance duties of Skilled Maintenance Specialist on an intermittent basis for purposes of training and experience. May perform Custodian duties as required.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

Requires a basic or entry level knowledge of building, grounds or equipment maintenance, sufficient to perform routine maintenance and repair tasks. Requires knowledge of the use, maintenance and minor repair of the various tools and equipment used in building maintenance and repair work. Must know and understand safety rules and regulations.

- **Abilities**

Must be able to perform all of the essential duties of the position under supervision. Must be able to work as a member of a crew and maintain harmonious work relationships. Must be able to perform at the semi-skilled or unskilled level to complete routine maintenance tasks. Requires the ability to read, understand and interpret work schedules and drawings. Requires the ability to understand written and oral instructions. Must be able to make straightforward arithmetic calculations for distance, angle, and quantity. Requires the ability to work variable schedules to facilitate efficient project completion and special events. Requires the ability to observe safe work practices and handle hazardous materials according to accepted procedures. May require the ability to perform work assignments on varying schedules.

- **Physical Abilities**

Requires the ability perform work of an active nature; to stand for extended periods of time, walk up to 400 yards, and manipulate (lift, carry, move) heavy weights of up to 75 pounds on a regular basis. Requires the ability to push, pull, and guide materials over 75 pounds. Requires the ability to climb, stoop, kneel, and crouch on a regular basis. Requires sufficient hand-eye coordination, hand and finger dexterity including ability to grasp, and visual acuity to operate specialized equipment and read technical (including blueprints) and safety information. Requires auditory ability to hear machinery sounds and alarms. Requires near and far visual acuity to read printed materials, moving objects, and observe work-in-progress. Requires speaking ability to carry on ordinary conversations. Requires the ability to work in extreme temperature conditions.

- **Education and Experience**

The position requires a High School diploma as demonstrated by arithmetic, reading, and writing skills sufficient to understand safety instructions, read and document work orders, read plans and drawings, make measurements, plus 4 years of experience in the general maintenance and remodel of buildings, grounds or equipment.

- **Licenses and Certificates**

Requires a valid Driver's License.

- **Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant safety considerations exist from full-body physical labor and handling of medium-to-heavy weight materials.